



Department of Development
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TO: Board of Works

FROM: Chandler M. Poole, Director of Development

DATE: October 16, 2009

RE: Surplus Items

The items listed below are no longer in use and need to be declared surplus.

	<u>Item</u>	<u>Estimated Value</u>
1.	3 Shelf brown metal bookcase	scrap
2.	2 Drawer filing cabinet	scrap